

PJ Name: \_\_\_\_\_ ID: \_\_\_\_\_

Reviewer: \_\_\_\_\_ Date: \_\_\_\_\_

QUESTIONS	ANSWER		NOTES
	Y	N	
<b>OUTREACH</b>			
1. Has the PJ conducted public outreach and maintained evidence of such in file?			
a. Has the PJ informed public and likely tenants of affirmative marketing policies and fair housing laws?			
b. Are policies communicated through media and other outlets?			
c. Are policies communicated to tenants in buildings that will be, or have been, HOME-assisted?			
d. Does the grantee advertise and conduct outreach for vacant units?			
e. Does the fair housing logo appear on marketing materials?			
<b>BENEFICIARY DATA</b>			
2. Does the PJ maintain adequate beneficiary data regarding:			
a. The number, ethnicity, and income level of persons responding to program marketing efforts?			
b. The number, ethnicity, and income level of persons residing in or planning to reside in HOME units who became aware of units through affirmative marketing?			
3. Are enough eligible households applying to the program to spend the allocated HOME funds?			
4. Are the applicants typically eligible and able to participate in the program?			
5. Is the ratio of minority groups that apply for the program representative of the eligible population?			
<b>OWNER PARTICIPATION</b>			
6. Does the PJ ensure adequate owner participation?			
a. Are affirmative marketing agreements signed by management agents or owners?			
b. Have owners provided appropriate notification when units become vacant?			
c. Does the PJ maintain documentation of owner participation in the file?			
d. If the owner has failed to comply with affirmative marketing requirements, has the PJ taken corrective actions?			

QUESTIONS	ANSWER		NOTES
	Y	N	
<b>COMPLAINTS</b>			
7. Have any affirmative marketing complaints been filed against the PJ?			
a. If yes, have appropriate remedial steps been taken?			